



DWD Issuance 26-2008

Issued: June 18, 2009

Effective: June 18, 2009

Subject: Career Assistance Program (CAP) Data Flow and Report Impact.

1. Purpose: To provide CAP case managers a revised policy regarding data sent between the Division of Workforce Development (DWD) and Family Support Division (FSD), and the impact on federal reporting.
2. Background: Data is sent from the Family Support Division (FSD) to the Division of Workforce Development (DWD) and from DWD to FSD. This information updates DWD's Toolbox 2.0 web-based system and FSD's FAMIS mainframe system on Temporary Assistance (TA) applicant and recipient personal information, referrals, closings, alerts, actual participation hours, Transportation Related Expense (TRE)/Work Related Expense (WRE) payments, and participation rate data.

This data affects the TA applicant and recipient eligibility for benefits and impacts the services he/she receives. The attached "CAP Data Flow and Report Impact" policy explains the flow of data between Toolbox 2.0 and FAMIS, and the impact on federal reporting.
3. Substance: Attached is the Data Flow and Report Impact policy. Significant elements include:
 - Description
 - Nightly Files
 - Monthly File sent from DWD to FSD
 - Quarterly Transportation Related Expense (TRE) / Work Related Expense (WRE)
4. Action: Effective June 18, 2009, Local Workforce Investment Boards and program operators must comply with this guidance when implementing and operating CAP. CAP Service Providers should replace the current "Data Reported to FSD" policy pages with this policy in the current CAP policy manual. This policy should be kept

in the new “Policies for Applicants and Recipients” section of the manual.

5. Contact: Please direct questions or comments regarding this issuance to Susan Petersen, Manager, Self Sufficiency Programs, at 573.526.8266 or susan.petersen@ded.mo.gov
6. Reference: Department of Health and Human Services (HHS), Final Rule, 45 CFR Parts 261, 262, 263, and 265, in the Federal Register on Tuesday, February 5, 2008.
http://www.acf.hhs.gov/programs/ofa/law-reg/law_index.html
7. Rescissions: Current “Data Reported to FSD” Policy.
8. Attachments: (1) CAP Data Flow and Report Impact.



Julie Gibson
Director